



DOT-ADMINISTRATOR I

Characteristics of Work

This is administrative work involving the planning and direction of a divisional program of broad scope encompassing one of the specialized areas within the Department of Transportation's overall mission. Within general departmental or commission policy, employees exercise broad independent judgment in planning, directing and executing one or more programs; formulating operation policy; defining program objectives; determining organization and staffing; developing and administering budgets; coordinating the work of organizational components; and evaluating effectiveness. The work is performed under general direction and requires thorough knowledge of the policies, procedures and regulations of specialized departmental functions. Levels within this series are based on program scope, administrative complexity and the impact of the position.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Directs the operations of divisional programs of broad scope.

Develops budget recommendations for capital outlay, personnel services, equipment, and materials.

Establishes program objectives, goals, priorities, and determines operating policies and implementation methods within the context of functional policies and guidelines.

Reviews the work of divisional staff to ensure conformance with general guidelines, methods, techniques, policies and laws.

Confers with staff to discuss operating problems, budgetary matters, personnel matters, technical problems and the status of programs and projects.

Analyzes the effect of federal, state, or local legislation and makes appropriate recommendations.

Confers with departmental officials, officials of state and local agencies on matters regarding program objectives, policies, and operations.

Determines appropriate staff action regarding the resolution of sensitive or precedent-setting situations.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Directs divisional programs and analyzes legislation, budgets and general problems and makes appropriate recommendations.
2. Confers with appropriate officials in establishing program goals and objectives and

the implementation of the programs.

3. Ensures staff conformance with policy and procedures and determines solutions to any arising situations.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination:

While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

A Master's Degree from an accredited four-year college or university in business administration, accounting, personnel management or a related field,

AND

Experience:

Six (6) years in the special experience defined below;

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in business administration, accounting, personnel management or a related field,

AND

Experience:

Seven (7) years of experience related to the above-described duties, six (6) years of which must be in the special experience defined below.

Special Experience:

Employment must have been in an administrative, professional capacity in an area of work related to the functional responsibility of the subsystem in which the position exists. In those subsystems where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the subsystem, the incumbent must also be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.